

ER-1702X-86

DDA Subj

ROUTING AND TRANSMITTAL SLIP

25 APR 86

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DIRECTOR OF TRAINING AND EDUCATION		
2. C/PMS/OL		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS
#1 - PLEASE HANDLE AS APPROPRIATE.

DDA REGISTRY
FILE: 45-1

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FORM 1 (Rev. 7-75)

EXECUTIVE SECRETARIAT

ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	D/PERS		X		
16	VC/NIC				
17					
18					
19					
20					
21					
22					
SUSPENSE		Date			

Remarks
TO #6: For your handling as appropriate.

Executive Secretary
25 April 1986
Date

STAT
STAT

Executive Registry

86- 1702X

April 15, 1986

Mr. William J. Casey, Director
Central Intelligence Agency
Washington, DC 20505



Dear Mr. Casey:

I am writing to explain to you the services which are offered by Integrated Language Resources (ILR). Certainly in your many dealings abroad you have already had need for our services, since the existing governmental agencies which perform similar functions are often too overburdened to meet your own pressing deadlines.

ILR provides translation and interpretation in over sixty foreign languages for those, including the government, who have need of communicating, either in writing or orally, with clients in foreign countries. We also offer an intensive language training system that cannot be bettered--we use a system that has proven itself successful for the past twenty-five years with over three hundred thousand participants; it is a system that the government itself has often studied and tried to duplicate.

Why did I choose to write to you? Because quite frankly, I know how important time and quality are to your department. Our translations and interpretations are of the best quality that can be found anywhere, and can be performed as quickly as you need. We pride ourselves on being America's foremost linguistic service center.

We appreciate your interest in ILR, and hope the enclosed information will prove useful to you not only in being aware of our capabilities, but also in referring others to us who may have need of the services we offer.

Sincerely yours,

Bruce R. Gelder
Language Coordinator

BRG/tj

The goal at ILR is to provide quality service for companies that do business in the international market. Our services are threefold: translation, language training and interpretation. We are keenly aware of the importance of your involvement in the foreign market and feel our services maximize your potential in this area.

Our qualified staff is our most valuable resource. The staff includes an executive language director with over fifteen years of practical language experience. He manages our language coordinators who have extensive training in their respective fields. The language coordinators control and direct our teachers, translators and interpreters, who have experience in more than thirty foreign languages.

The translation process begins with an initial draft consisting of a glossary which provides a uniform vocabulary throughout the work. Our certified translators then overview the draft making the necessary corrections. Our editors finalize the work by carefully word-processing the final product and making a final check of the completed translation.

The language training program is designed around the schedule of each group of students. The program has been used effectively for the past twenty-five years with over three hundred thousand participants. Vocabulary and grammar textbooks are specific to the needs of each group. For example, business and economics, law enforcement or many other fields.

We have a large pool of qualified interpreters in more than thirty languages. Each interpreter has at least two years of actual foreign language experience. Besides the language experience, each interpreter is a well-groomed and professional representative of Integrated Language Resources.

Integrated Language Resources, as you may already know, is very interested in the success of your company. We feel that you will appreciate our services and we look forward to working with you.

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